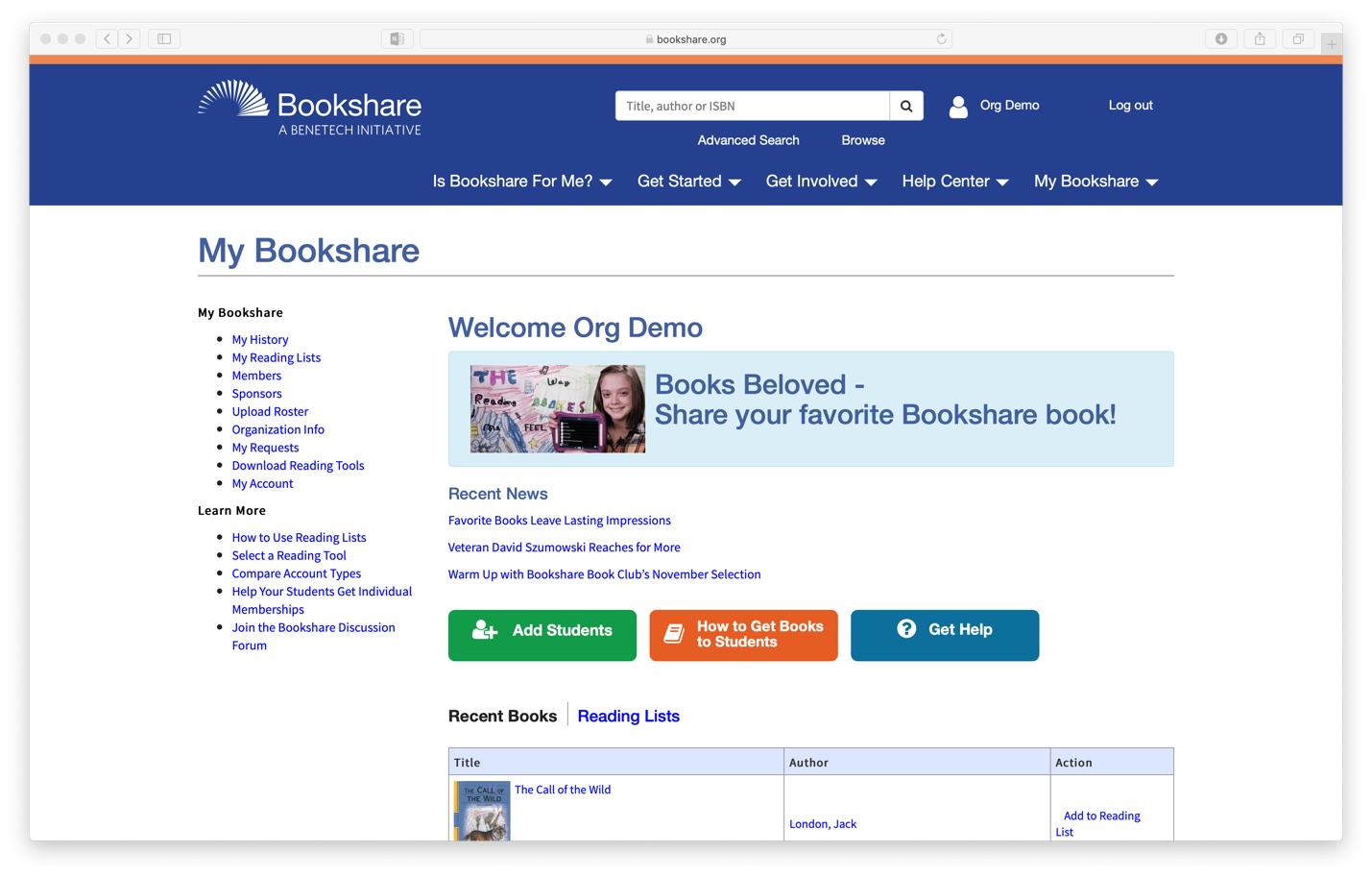
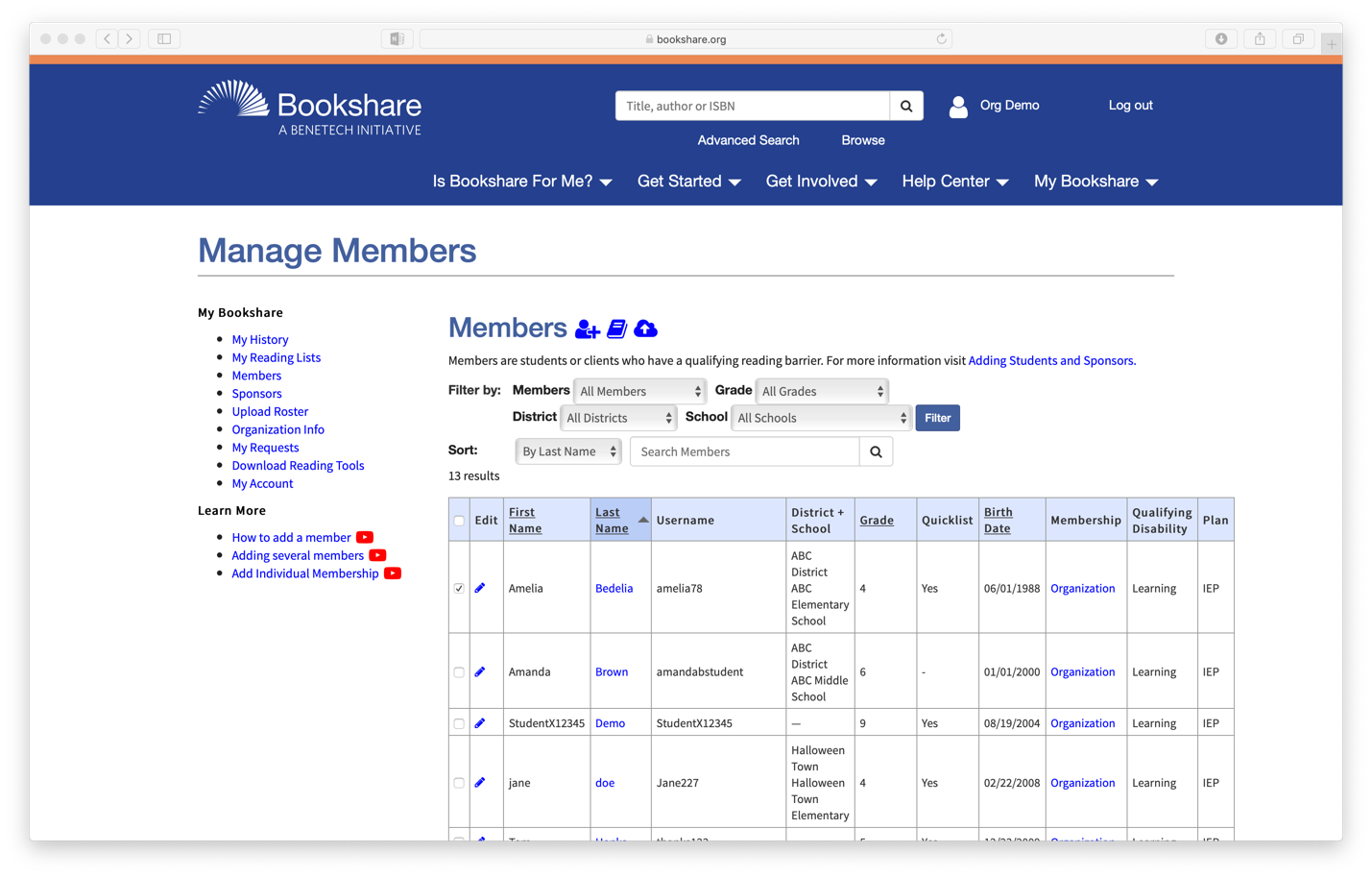
**Step One**: Log into your account and select “Members” on the left side of your homepage, under the “My Bookshare” heading

Click Here

**Step Two**: Select the members you would like to change. For a single member, click their last name and skip to **Step Four**. To change multiple members, select the checkboxes on the left.

Change just one member here

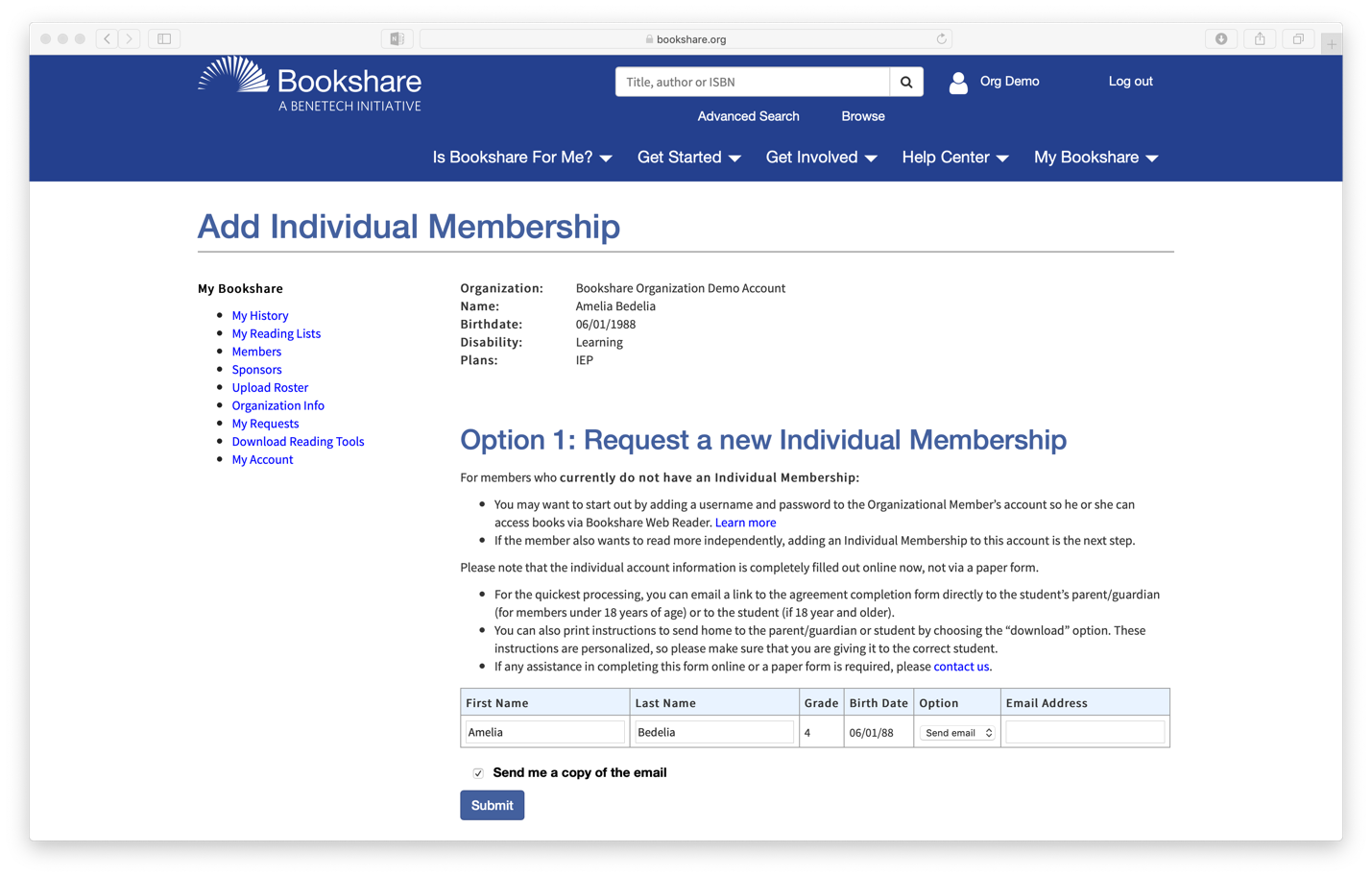
Change multiple members here

**Step Three**: Once you have selected your students, scroll to the bottom of the page and click the *More Actions* dropdown menu. Then click the *Add Individual Membership* option.



Click here

**Step Four**: Enter the member’s email address, and click *Submit*. The member will receive an email that will prompt them to set up their account and password.



Then click Submit

Enter the member’s email address here